REPLY TO
ATTENTION OF:

EAGA-CP-LPM   17 JAN 200ᵒ

MEMORANDUM FOR

Commander, 34th Support Group (EANC-SA-CPAC), APO AP 96205-0177
Commander, 20th Support Group (EANC-T-CPAC), APO AP 96218-0562
Commander, HQ, USA Support Activity & Area III (EANC-HG-CPAC), APO
  AP 96271-0716
Commander, Area I Support Activity (EANC-AI-CPAC), APO AP 96258-0707

SUBJECT: Army Civilian Tracking System (CIVTRACKS) for Accountability of
Deployed Civilians

1. Reference memorandum, HQDA, DAPE-CP-PPT, 31 May 02, subject:
Implementation of the Army Civilian Tracking System (CIVTRACKS) for Accountability
of Deployed Civilians.

2. The Department of the Army has developed CIVTRACKS as a means to meet the
requirements of DoD Instruction 1400.32 to establish accountability procedures for
civilians in theaters of operations. This web-based automated civilian tracking is used
to account for civilian employees supporting unclassified military contingencies and
mobilization exercises. The CIVTRACKS system is designed to allow input of tracking
data from any location where there is Internet access. While CIVTRACKS is primarily
designed to capture data on Appropriated and Non-appropriated Army civilian
employees, other individuals such as contractors, Red Cross, and AAFES may also use
this system. The use of CIVTRACKS is mandatory. Please ensure all deploying civilian
employees in your respective areas supporting unclassified military contingencies, and
mobilization exercises (both on and off the penisula) are aware of this requirement.

3. It is the responsibility of the employee to input tracking data in the system and to
keep the information up-to-date. Tracking data is input each time there is a change in
location while deployed, beginning with the initial relocation from the home station. The
web-site to log into CIVTRACKS is: https://cpolrhp.belvoir.army.mil/civtracks.

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4. For security reasons, logging into the CIVTRACKS system requires the use of a USERID and password. Wallet-size deployment cards were issued to Area CPACs that contain the CIVTRACKS USERID/password and related information. Instructions for inputting data into CIVTRACKS are available at the Civilian Personnel Division's web-site: http://8tharmy.korea.army.mil/G1/Cpd/index.htm.

5. For additional information please contact Carl Rogers, DSN 724-8901 or email: RogersC@usfk.korea.army.mil

M. LAPRELL MURPHY
Deputy Assistant Chief of Staff, G1
(Civilian Personnel)

CF:
President, NFFE, Local 1363
CPOC